



Unity Evolving Ministry Manual

Unity Evolving Member Ministry

Unity Evolving Alternative Ministry

Revised October, 2017

Unity Worldwide Ministries' Mission:

“Advancing the movement of spiritual awakening and transformation through Unity, a positive path for spiritual living.”

New Unity ministries and groups are a major contribution to this mission by reaching seekers and Truth students in new areas across the country. This can be an exciting and challenging endeavor. The Evolving Ministry Team members and Unity Worldwide Ministries (UWM) welcomes applications or inquiries for the establishment of ministries or study groups.



Dear Colleagues,

Evolving Ministries are the growing edge of the Unity Worldwide Movement. In alignment with the UWM mission:

*Advancing the movement of spiritual awakening and transformation through Unity,
a positive path for spiritual living.*

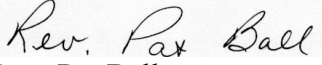
The Evolving Ministries Team and Coordinator are honored to support individuals and/or groups that want to establish a new Unity ministry – either a Unity Evolving Church/Center Ministry or a Unity Evolving Alternative Ministry.

This manual has been developed to assist credentialed Unity leaders in the process by providing you with definitions, criteria, templates, procedures and guidance to policies. Many of your questions will be answered in the manual but do contact the Coordinator at Unity Worldwide Ministries if you need clarity or have further questions.

This Manual is also available as a PDF download on our website:
<http://www.unityworldwideministries.org/Evolving-alternative-ministry>

Our prayers are with you knowing Spirit lights your way and that your ministry is developed and established under God's guidance and direction and in Divine Order.

Blessings,


Rev. Pat Ball
Chair, Evolving Team

Dedication

This *Unity Evolving Ministries Manual* is dedicated to the Spirit of God as it expresses in and through the work of the Unity leaders who uplift our world by creating, sustaining, and sharing spiritual Truth and transformation through Evolving Unity Ministries.

Table of Contents

Section I: What You Need to Know About Unity Evolving Ministries.....	5
Purpose of the Unity Evolving Ministry Manual	7
Policies & Procedures for Evolving Ministries and Study Groups	7
Definitions	
A. Evolving Ministries	7
B. Study Groups	8
Section II: Unity Evolving Member Ministries.....	9
Definitions.....	11
Leadership.....	11
Application Policies.....	12
Requirements.....	12
Application.....	14
Upon Approval.....	19
Section III: Unity Evolving Alternative Ministries.....	19
Definitions.....	21
Leadership.....	21
Application Policies.....	21
Requirements.....	22
Application.....	25
Upon Approval.....	28
Section IV: Appendices.....	31
Appendix 1: Checklist for an Evolving Member Ministry Application.....	34
Appendix 2: Bylaws template for an Evolving Member Ministry.....	34
Appendix 3: Articles of Incorporation Template for Member Ministry.....	47
Appendix 4: Full Ministry Requirements for Evolving Member Ministry.....	50
Appendix 5: Full Ministry Status Checklist.....	51

Appendix 6: Checklist for an Evolving Alternative Ministry Application.....53
Appendix 7: Examples of Evolving Alternative Ministries.....54
Appendix 8: Bylaws template for an Evolving **Alternative** Ministry.....55
Appendix 9: Articles of Incorporation Template for **Alternative** Ministry.....63
Appendix 10: Declaration for Tax Exemption as an **Alternative** Ministry66
Appendix 11: Code of Ethics for a Minister.....67
Appendix12: Code of Ethics for a Ministry.....75

Section 1

What You Need to Know About Unity Evolving Ministries

Unity Evolving Member Ministry

Unity Evolving Alternative Ministry

Purpose of the Unity Evolving Ministry Manual

This manual's purpose is to assist credentialed Unity leaders in creating and supporting new Unity Ministries by providing the following:

- Criteria for Creating and Maintaining new Unity Ministries
- Application Procedure and Approval Process
- Templates and Forms for the Application Procedure

Policies and Procedures for Evolving Ministries and Study Groups

*Note: These policies and procedures are subject to change. Please check the Unity Worldwide Ministries (UWM) website (www.UnityWorldwideMinistries.org) or contact the UWM Member Services Office for the most updated version.

Definitions

A. Evolving Ministries

Evolving Ministries are those new ministries (Member or Alternative) that become affiliated with Unity Worldwide Ministries (aka Association of Unity Churches International) through the Member Services Office. They fall under the tax umbrella of Unity Worldwide Ministries (UWM) and operate as a non-profit religious organization.

1) There are two (2) types of new ministries:

- **A Unity Evolving Member Ministry**

A Unity **Evolving Member** Ministry involves the regular gathering of a congregation or spiritual community in a specified public facility and/or location, as well as a voting membership that includes, but is not limited to, the ministry Board.

- **A Unity Evolving Alternative Ministry**

In Unity, we acknowledge the many aspects of spiritual ministry and ministries. We recognize that spiritual ministries may be manifested into many other forms and structures. “**Evolving Alternative** Ministries” are formally organized as separate from a more traditional ministry. They are led by credentialed Unity leaders who feel called to serve the spiritual needs of

people by conveying our Unity message in unique, creative and powerful ways. They have a Steering Team/Board of Directors but usually not other voting membership.

A Unity Evolving Alternative Ministry is an organization created to bring Unity teachings and practices to the world through core functions that are distinct from that of Unity **Evolving Member** Ministries.

B. Study Groups

As individuals encounter Unity ideas and literature they get excited and want to discuss ideas with like-minded individuals in their communities. UWM would like to encourage Truth students and seekers in this process. Please contact the UWM Member Services Office regarding materials and suggestions for forming and operating informal study groups.

These groups meet as informal groups for the purpose of studying and practicing Unity principles. They are not officially affiliated with Unity Worldwide Ministries.* Some groups may enjoy remaining a small discussion group. Others may grow and choose to become an Evolving Ministry. In the latter case, please contact the UWM Member Services Office for further information.

*Note: Study groups are unable to advertise affiliation with Unity or its organizations or use its logo, copyrighted type font, etc. These groups **do not** fall under the Unity Worldwide Ministries' tax umbrella and thus any contributors to the group are not eligible for tax deductible donations.

Section II

Unity Evolving Member Ministry

Definition

A Unity Evolving Member Ministry

A ministry that is actively working toward full member status as a Unity Evolving Member Ministry. Upon approval, all expansion ministries must qualify and apply for full member ministry status within five years. Existing evolving member ministries (those prior to January 2017) must qualify and apply for full ministry status by January 1, 2021. (For **full member status requirements** go to: [https://www.unityworldwide ministries.org/full-ministry-status-information](https://www.unityworldwideministries.org/full-ministry-status-information)).

A Unity Evolving Member Ministry involves the regular gathering of a congregation or spiritual community in a specified public facility and/or location, as well as a voting membership that includes, but is not limited to, the ministry Board.

Until the evolving ministry reaches full status, they do not have a vote on the convention floor.

Leadership

There are two (2) types of Leadership for new ministries:

Unity Credentialed Leadership: This exists when a new ministry is pioneered by a Unity credentialed leader eligible for employment by Unity Worldwide Ministries and willing to serve the ministry for a minimum of two (2) years. A “Unity credentialed leader” would include the following:

- Ordained Unity Minister
- Licensed Unity Minister
- Licensed Unity Teacher who serves under special dispensation with the agreement of moving towards ordination after 2 years.

Sponsored Leadership: This exists when a new ministry is directly sponsored by a credentialed Unity minister, in good standing, who is in an existing full-status Unity ministry, also in good standing. Leadership could be:

- **A Spiritual Leader**, under special dispensation, recognized and approved in writing by the UWM Director of Ministry Employment. Both parties (sponsoring Unity minister and leader of the new Evolving ministry) are required to sign and abide by the

Affiliation Agreement for Sponsored Ministries

(www.unityworldwideministries.org/affiliation-agreement). If this affiliation is terminated by either party, a ministry has six (6) months to find a new affiliation, or they may be reclassified as a Non-Affiliated group.

- **A Spiritual Coordinator**, a designated group leader, referred to as the Spiritual Coordinator, who is willing to serve as a contact person to UWM until a Unity credentialed leader has been established in the ministry. The Spiritual Coordinator is responsible for making sure the correct reports are filed with the UWM Member Services Office and for updating information. Should the person serving in this capacity leave that position, a new coordinator must be named and the UWM Member Services Office notified.

Application Policies

- Prior to starting a new Unity ministry, the interested party will submit a written application to the Unity Worldwide Ministries (UWM) Member Services Office. All ministries must obtain written approval through the UWM Member Services Office according to established procedure.
- Applications will be shared with the Regional Representative and reviewed by the UWM Member Services Office and the Evolving Team chair for recommendation to the UWM Board of Trustees for approval. Such approval is valid for one (1) year and will automatically continue provided the ministry complies with the reporting process and continues under the guidance of an approved credentialed Unity leader or affiliated ministry.
- Under unusual circumstances, conditional approval may be given. (See page 19 for additional information).
- If approval is not given, the designated leader has the right to appeal in writing within thirty (30) days to UWM Board of Trustees.
- The proposed Unity ministry must obtain the full approval of Unity Worldwide Ministries (UWM) before conducting any services or doing any work under the Unity name. It is vital they also seek the cooperation of recognized Unity leaders of Unity ministries in that vicinity. See specifics under ***“Application for an Evolving Unity Ministry”***.

Requirements

- New ministries must have *Unity* as a primary designator within their name. A ministry that chooses to be involved with the Unity Identity Program must have Unity as its first and primary designator, followed by the location, or, a geographic designator. Please visit www.unityworldwideministries.org/branding for additional information or contact us at 816.434.6831.
- Evolving Ministries must comply with the reporting requirements of the UWM Member Services Office as established by the UWM Board of Trustees.
- Evolving ministries must have the following:
 - A physical mailing address for the business office.
 - An internet presence. (i.e. One or more of the following: Website; Social Media Network; Email)
 - Engagement in ongoing activities that provide Unity based services.
 - A FEIN (Federal Employer Identification Number).
 - Proposed Articles of Incorporation (to be completed within 6 months of approval)
 - Proposed By-laws (to be completed within 6 months of approval)
- **Additional Requirements of Evolving Member Ministries:**
 - An intention to hold regular congregational gatherings in an established location that is publicly communicated and or advertised.
 - A voting membership in addition to the members of the ministry Board/Steering Team.

Application for an Evolving Member Ministry

All applications must be computer generated and submitted electronically to the UWM Member Services Office and contain the information listed below. *Incomplete applications will not be considered.* (See Application Checklist on page 35.)

Application are sent to: Unity Worldwide Ministries' Member Services Coordinator.
Rev. Carrie Kenyon – carrie@unity.org

Application must include:

- **Cover Sheet** which contains:
 - Name of ministry
 - Type of ministry
 - Unity Evolving Member Ministry
 - Unity Evolving Alternative Ministry
 - Name of credentialed leader
 - Mailing address
 - Meeting location if different from mailing address
 - Telephone and fax number
 - Email address
 - Internet Address (if applicable)
 - Name, phone number/email address of contact person other than credentialed leader
 - Name of Spiritual Coach/Mentor
 - Name of Sponsoring Ministry (if applicable)
- **Description of the Ministry** which contains:
 - **Plans for the ministry**
 - Timeline for launch/beginning
 - Describe composition of the launch team
 - Give a brief description of meeting location and/or internet presence
 - Give a brief description of the vision for this ministry and who it will serve
 - List five (5) main priorities for your new ministry prior to starting
 - List five (5) main priorities for your first year
 - How do you intend to build ownership in the ministry as it grows?
 - **Services and programs**
 - Describe the various services, classes and programs you plan to provide
 - Describe how you will incorporate Unity principles into your new ministry
 - **Demographics**
 - Describe basic demographics of area, population and potential for growth
 - Extensive demographic studies or figures are not necessary

- **Ministries in the area**
 - A map of the area with the proposed target area and any existing Unity ministry with locations marked. Directions for creating a Google Map: https://www.google.com/maps/d/?hl=en_US&app=mp
 - A written statement regarding your efforts to communicate with the ministers or spiritual leaders of Unity ministries of nearby Unity ministries is required. This is to encourage good communications, co-existence, and the possibility of helpful exchange and cooperative efforts among Unity ministries in your area.
 - If it is a largely populated area with multiple Unity ministries (i.e. Kansas City or Detroit), please contact the two to three ministries closest to you.
 - If it is an area that is either more sparsely populated, or has fewer Unity ministries, please contact the one or two ministries closest to you.
- **Funding**

Submit a general working budget with estimated income and expenses for one year
- **Promotion Plan**
 - Describe your plans for reaching your target audience
 - Describe how will you advertise/market your ministry
- **The Spiritual Leader/Minister/Coordinator**
 - **Resume**

Submit a current résumé describing your background and experience and qualifications for your role as the spiritual leader/coordinator and administrator.
 - **Income**

Describe how you intend to support yourself in early stages of your ministry.
- **Other items**
 - **Internal Revenue Service (IRS) requirements to be completed before applying to start a new Unity Evolving Member Ministry**
 - **Complete IRS form SS4 online:** <https://www.irs.gov/pub/irs-pdf/fss4.pdf>
 - **Obtain an EIN (Employee Identification Number)** by calling the IRS after you complete Form SSW (above). When you go the bank to set up a checking account for your ministry you will need what is known as an EIN (Federal Employee Identification Number). *[Note: EIN is sometimes called “FEIN” meaning Federal Employer Identification Number. The acronym is interchangeable.]* You can apply for an EIN on-line, by mail, or by fax. The IRS will then mail you a document confirming your ministry’s EIN number which you are asked to include in your application to start a Unity Evolving church ministry or alternative ministry.

More information on obtaining your EIN here: <https://www.irs.gov/Charities-&-Non-Profits/Employer-Identification-Number>

Be aware that you are creating a business entity whose affairs may be subject to IRS reporting rules. We suggest you consult with your tax advisor regarding such matters.

- Proposed or Complete Articles of Incorporation
- Proposed or complete By-laws
- A **signed copy** of the current **Code of Ethics for a Minister/Spiritual Leader**
- A **signed copy** of the current **Code of Ethics for a Ministry**, signed by the Steering Team/Board.
- A signed **Spiritual Coach/Mentor Agreement** (if applicable)
- A signed **Affiliation Agreement** from sponsoring ministry (if applicable)
- A **letter** stating you have read, understand and agree to the policies and procedures for new ministries
- **In Case of Active Conflict with existing ministries in Area:**

If there appears to be an active conflict with a Unity ministry in the area, the process of approval may be placed on hold. The following options may be recommended:

 - The applicant may contact the UWM Executive Director of Member Services to seek guidance on the best way to negotiate an agreement.
 - Should an agreement be reached by both parties, this can be submitted in writing to the Member Services Office and the application will be reconsidered.
 - If no agreement is reached or concerned parties will not agree to mediation or ministry skills consulting, a team consisting of the Regional Representative, the Evolving Team chair, and a representative from the Member Services Office will address the issue and make a final decision regarding approval.
 - If an allegation of violation(s) of the Unity Worldwide Ministries' (UWM) Code of the Ethics or Policy is involved, the case will be immediately remanded to the Judicatory Representative of the Region.
 - If during the application process, the applicant is referred to Ethics Review, the process of approval will continue on hold until the UWM Member Services Office has been notified by the Ethics Review Team Chair that the applicant is eligible for employment. Then the process for approval of a new ministry resumes.

Upon Approval by the UWM Board of Trustees of Your Application

Upon approval, a new ministry is affiliated with Unity Worldwide Ministries (UWM) through the UWM Member Services Office and must follow established procedure. It is the responsibility of the newly developing ministry to provide specific information to the UWM Member Services Office.

If the primary purpose of the ministry changes, or ceases to exist, said ministry will notify Unity Worldwide Ministries. UWM will then determine whether or not the ministry continues as an approved Unity ministry, or if it needs to re-apply for approved status.

- **Reports to UWM.** In order to comply with IRS regulations, as a ministry operating under the tax umbrella of the Association of Unity Churches, Inc. (dba Unity Worldwide Ministries), an Evolving Member Ministry is required to send an annual report. (www.unityworldwideministries.org/annual-report-form-ministries) to UWM.
 - **If the ministry establishes its own 501(c) (3), these reports are still required** as part of affiliation as a Ministry with UWM.
 - **If UWM has not received reports in over a year**, it will be considered an *inactive ministry and no longer able to operate under Unity Worldwide Ministries' tax umbrella.*
 - In order to assure all documents get filed correctly, please make sure your **ministry's name and current address appear on every report.**
 - Notify the UWM Member Services Office if there are **any changes in address, email, telephone number, name of ministry or any contact information**, so our records can be updated.
 - Notify the UWM Member Services Office immediately, if the approved spiritual leader of the ministry becomes unable to serve for any reason.
- **Conditional Approval**

If a ministry is given a conditional approval, the conditions of that approval must be met by the agreed-upon date in order for approval to continue. If at any point in time additional concerns arise, or the agreement is not met, affiliation can

be withdrawn. The ministry's approval will stand until it can be reviewed by the UWM Board of Trustees, following the one-year provisional time period. At that point, if all items have been completed and the reports are favorable, ongoing approval as an Evolving Member Ministry will be recommended to the UWM Board of Trustees. If these items are not completed, then the approval, and the affiliation with UWM, will expire.

- **By-laws**

- The ministry is **automatically operating** under the Unity Worldwide Ministries recommended bylaws until its own have been developed and voted on by the Steering Team and membership. These must be reviewed and approved by UWM.
- The by-laws must include a **Dissolution Clause**. An example of how this clause could be worded is: "Should the ministry dissolve, all property and funds remaining after the payment of debts of the ministry shall be delivered to Unity Worldwide Ministries, a non-profit corporation for religious and educational purposes. Such funds or property shall be for the use and the benefit of Unity Worldwide Ministries, as may be determined by the Board of Trustees of Unity Worldwide Ministries."

- **Full – Status**

- **Upon approval, all evolving ministries** must qualify and apply for full member ministry status within five years. Existing evolving member ministries (those prior to January 2017) must qualify and apply for full ministry status by January 1, 2021. Please contact Member Services for the full status requirements.
- **If criteria for full status cannot be met** for application purposes, the ministry has the following options:
 - To request an extension for another two years, pending recommendation and approval by the UWM Board of Trustees.
 - To become a non-affiliated study group.
 - To dissolve the ministry and/or its affiliation with UWM, according to any current By-Laws by which it may be operating.

Section III

Unity Evolving *Alternative* Ministry

Definition

A Unity Evolving Alternative Ministry

In Unity, we acknowledge the many aspects of spiritual ministry and ministries. We recognize that spiritual ministries may be manifested into many other forms and structures. “**Evolving Alternative Ministries**” are formally organized as separate from a more traditional ministry. They are led by credentialed Unity leaders who feel called to serve the spiritual needs of people by conveying our Unity message in unique, creative and powerful ways. They have a Steering Team/Board of Directors but usually not other voting membership.

A Unity Alternative Ministry is an organization created to bring Unity teachings and practices to the world through core functions that are distinct from that of Unity Evolving Member Ministries.

Leadership

Unity Credentialed Leadership: This exists when a new ministry is pioneered by a Unity credentialed leader eligible for employment by Unity Worldwide Ministries and willing to serve the ministry for a minimum of two (2) years. A “Unity credentialed leader” would include the following:

- Ordained Unity Minister
- Licensed Unity Minister
- Licensed Unity Teacher

Application Policies for an Evolving Alternative Ministry

- Prior to starting a new Unity ministry, the interested party will submit a written application to the Unity Worldwide Ministries (UWM) Member Services Office. All ministries must obtain written approval through the UWM Member Services Office according to established procedure.
- Applications will be reviewed by the UWM Member Services Office, and the Evolving Team chair for recommendation to the UWM Board of Trustees for approval. Such approval is valid for one (1) year and will automatically continue, provided the ministry complies with the reporting process and continues under the guidance of an approved credentialed Unity leader.
- Under unusual circumstances, conditional approval may be given. (See page 31 for additional information.)

- If approval is not given, the designated leader has the right to appeal in writing within thirty (30) days to UWM Board of Trustees.
- The proposed Unity ministry must obtain the full approval of Unity Worldwide Ministries (UWM) before doing any work under the Unity name.

Requirements of Evolving Alternative Ministries

- New ministries must have *Unity* as the primary designator within their name. A ministry that chooses to be involved with the Unity Identity Program must have Unity as its first and primary designator, followed by the location, or, a geographic designator. Please visit www.unityworldwideministries.org/branding for additional information or contact us at 816.434.6831.
- Evolving Alternative Ministries must comply with the reporting requirements of the UWM Member Services Office as established by the UWM Board of Trustees.
- **All Evolving Alternative Ministries** must have the following:
 - A physical mailing address for the business office.
 - An internet presence. (i.e. One or more of the following: Website; Social Media Network; Email)
 - Engagement in ongoing activities that provide Unity based services.
 - A FEIN (Federal Employer Identification Number).
 - Proposed Articles of Incorporation (to be completed within 6 months of approval)
 - Proposed By-laws (to be completed within 6 months of approval)

IRS Guidelines (United States Only)

All United States (U.S.) Evolving Alternative Unity Ministries must be religious organizations with IRS tax-exempt status. To qualify as a new U.S. Alternative Unity Ministry, applicants can use any of the following options:

Option A: A ministry operating under its own, independent 501(c)(3) religious organization tax status

Important Information 501(c) (3) Status: It is **strongly** recommended that you have a thorough conversation about Section 501(c) (3) tax-exempt IRS designation with your tax advisor, who must be competent in **church related** business matters. Your conversation may include the ministers' eligibility for manse/housing allowance (if any).

Option B: A ministry that seeks to operate under the tax umbrella (group tax exemption) of Unity Worldwide Ministries and is subject to its supervision as an Integrated Auxiliary of UWM.

Important Information Option B: According to Federal Tax Law, religious organizations that do not define themselves as a “church” can be tax-exempt as an “Integrated Auxiliary” of UWM/AUCI. In this relationship, UWM/AUCI has authority for limited, but direct, supervision of the alternative ministry. Please consult with your tax advisor regarding this requirement if this option is chosen.

Option C: A ministry that is operating under the auspices of a member Unity ministry and is subject to its supervision.

Important Information re Options B and C: According to Federal Tax Law, religious organizations that do not define themselves as a “church” can be tax-exempt as an “Integrated Auxiliary” of either UWM/AUCI, or of a Unity member church. In this relationship, UWM/AUCI, or the Unity member church, has authority for limited, but direct, supervision of the AUM. Please consult with your tax advisor regarding this requirement if either of these options are chosen.

For Evolving Alternative Ministries outside the United States. The above options apply only to ministries operating under U.S. tax and legal requirements. All other Evolving Alternative Ministries must operate according to the tax and legal requirements of their local governments while adhering to the policies and procedures of this manual with the approval of their national/regional credentialing body.

Application for an Evolving Alternative Ministry

All applications must be computer generated and submitted electronically to the UWM Member Services Office and contain the information listed below. *Incomplete applications will not be considered.* (See Application Checklist on page 53.)

Application are sent to: Unity Worldwide Ministries' Member Services Coordinator.
Rev. Carrie Kenyon – carrie@unity.org

Application must include:

- **Cover Sheet** which contains:
 - Name of ministry
 - Type of ministry
 - Unity Evolving Member Ministry
 - Unity Evolving Alternative Ministry
 - Name of credentialed leader
 - Mailing address
 - Telephone and fax number
 - Email address
 - Internet Address (if applicable)
 - Name and phone number/email address of contact person other than credentialed leader

- **Description of the Ministry** which contains:
 - **Plans for the ministry**
 - Timeline for launch/beginning
 - Describe composition of the launch team
 - Give a brief description of meeting location and/or internet presence
 - Give a brief description of the vision for this ministry and who it will serve
 - List five (5) main priorities for your new ministry prior to starting
 - List five (5) main priorities for your first year
 - How do you intend to build ownership in the ministry as it grows? (if applicable)
 - **Services and programs**
 - Describe the various services, classes and programs you plan to provide
 - Describe how you will incorporate Unity principles into your new ministry

- **Funding**
 - Submit a general working budget with estimated income and expenses for one year
- **Promotion Plan**
 - Describe your plans for reaching your target audience
 - Describe how will you advertise/market your ministry
- **Minister/LUT**
 - **Resume**
 - Submit a current résumé describing your background and experience and qualifications for your role as the spiritual leader/coordinator and administrator
 - **Income**
 - Describe how you intend to support yourself in early stages of your ministry
- **Other items**
 - **Internal Revenue Service (IRS) requirements to be completed before applying to start a new Unity Evolving Alternative Ministry**
 - **Complete IRS form SS4 online:** <https://www.irs.gov/pub/irs-pdf/fss4.pdf>
 - **Obtain an EIN (Employee Identification Number)** by calling the IRS after you complete Form SSW (above). When you go the bank to set up a checking account for your ministry you will need what is known as an EIN (Federal Employee Identification Number). *[Note: EIN is sometimes called “FEIN” meaning Federal Employer Identification Number. The acronym is interchangeable.]* You can apply for an EIN on-line, by mail, or by fax. The IRS will then mail you a document confirming your ministry’s EIN number which you are asked to include in your application to start a Unity Evolving church ministry or alternative ministry. More information on obtaining your EIN here: <https://www.irs.gov/Charities-&-Non-Profits/Employer-Identification-Number>
 - **Proposed or Complete Articles of Incorporation**
 - **Proposed or Complete By-laws**
 - A **signed copy** of the current **Code of Ethics for a Minister/Spiritual Leader**
 - A **signed copy** of the current **Code of Ethics for a Ministry**, signed by the Steering Team/Board.

- A **letter** stating you have read, understand and agree to the policies and procedures for new ministries
- **In Case of Possible Ethics Violation:**
 - If during the application process, the applicant is referred to Ethics Review, the process of approval will continue on hold until the UWM Member Services Office has been notified by the Ethics Review Team Chair that the applicant is eligible for employment. Then the process for approval of a new ministry resumes.

Upon Approval by the UWM Board of Trustees of Your Application

Upon approval, a new ministry is affiliated with Unity Worldwide Ministries (UWM) through the UWM Member Services Office and must follow established procedure. It is the responsibility of the newly developing ministry to provide specific information to the UWM Member Services Office.

If the primary purpose of the ministry changes, or ceases to exist, said ministry will notify Unity Worldwide Ministries. UWM will then determine whether or not the ministry continues as an approved Unity ministry, or if it needs to re-apply for approved status.

- **Reports to UWM.** In order to comply with IRS regulations, as a ministry operating under the tax umbrella of the Association of Unity Churches, Inc. (dba Unity Worldwide Ministries), an Evolving Member Ministry is required to send an annual report. (www.unityworldwideministries.org/annual-report-form-ministries) to UWM.
 - **If the Evolving Alternative Ministry establishes its own 501(c) (3), these reports are still required** as part of affiliation as a Ministry with UWM.
If UWM has not received reports in over a year, the ministry will be considered an *inactive* ministry and no longer able to operate under Unity Worldwide Ministries' tax umbrella.
 - In order to assure all documents get filed correctly, please make sure your **ministry's name and current address appear on every report.**
 - Notify the UWM Member Services Office if there are **any changes in address, email, telephone number, name of ministry or any contact information,** so the records can be updated.
 - Notify the UWM Member Services Office immediately, if the approved spiritual leader of the ministry becomes unable to serve for any reason.
 - The ministry is **automatically operating** under the Unity Worldwide Ministries recommended bylaws until its own have been developed and voted on by the Steering Team/Board. These must be reviewed and approved by UWM.
 - The by-laws must include a **Dissolution Clause.** An example of how this clause could be worded is: "Should the ministry dissolve, all property and funds remaining after the payment of debts of the ministry shall be delivered to Unity Worldwide Ministries, a non-profit corporation for religious and educational

purposes. Such funds or property shall be for the use and the benefit of Unity Worldwide Ministries, as may be determined by the Board of Trustees of Unity Worldwide Ministries.”

- **If a ministry is given a conditional approval**, the conditions of that approval must be met by the agreed-upon date in order for approval to continue. If at any point in time additional concerns arise, or the agreement is not met, affiliation can be withdrawn. The ministry’s approval will stand until it can be reviewed by the UWM Board of Trustees, following the one-year provisional time period. At that point, if all items have been completed and the reports are favorable, ongoing approval as an Evolving Ministry will be recommended to the UWM Board of Trustees. If these items are not completed, then the approval, and the affiliation with UWM, will expire.

Section IV

Appendices

Appendix 1

Checklist for an Evolving Member Ministry Application

- ❑ Cover Sheet
- ❑ Description of the Ministry
 - ❑ Plans for the ministry
 - ❑ Services and programs
 - ❑ Demographics (as applicable)
 - ❑ Unity Ministries in the area
 - ❑ Map of area
 - ❑ Copy of letter(s) and response(s) to all nearby Unity ministries
 - ❑ Funding
 - ❑ Promotion Plan
- ❑ Minister/Spiritual Leader/Coordinator
 - ❑ Resume
 - ❑ Income
- ❑ Other Items:
 - ❑ EIN (Employer Identification Number)
 - ❑ Proposed or complete Articles of Incorporation
 - ❑ Proposed or complete Bylaws
 - ❑ Signed copies of current Codes of Ethics for:
 - ❑ A Minister/Spiritual Leader
 - ❑ A Unity Ministry
 - ❑ Signed letter agreeing to policies and procedures for a new Evolving ministry
 - ❑ Signed Spiritual Coach/Mentor agreement
 - ❑ Signed Affiliation Agreement from sponsoring ministry (if applicable)

Appendix 2

Bylaws Template for a Unity Evolving Member Ministry

As recommended by the Association of Unity Churches, Inc. [DBA Unity Worldwide Ministries]
www.unityworldwideministries.org/recommended-bylaws-unity-ministry
Revised: January 2014

ARTICLE I – Name

The name of this association shall be _____.

ARTICLE II - Purpose

Section 1. Statement of Purpose. The purpose of (name of ministry), a (name of state) corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and the Association of Unity Churches, Inc. [DBA and hereafter referred to as Unity Worldwide Ministries] a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee’s Summit, Missouri, hereinafter referred to as Unity Worldwide Ministries [UWM].

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, (name of ministry) shall endeavor to conduct services of worship and classes of instruction and to demonstrate the principles of Truth by using them in the operation of the ministry and to adopt other means that in the judgment of the minister will further the principles of practical Christianity among people everywhere.

Section 3. Unity Worldwide Ministries. (Name of ministry) shall be a vital part of the worldwide Unity movement and a member of the Unity Worldwide Ministries. Any member of this ministry may call upon the resources and support of the Unity Worldwide Ministries through its senior minister or co-ministers, Board of Trustees, staff, or through direct communication with the Unity Worldwide Ministries.

In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of the Unity Worldwide Ministries as outlined in the Unity Worldwide Ministries Bylaws, insofar as they do not conflict with the laws of the State of (name of state).

- A. Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of the Unity Worldwide Ministries, and its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- B. Resources.** This ministry can benefit from its membership in the Unity Worldwide Ministries and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.

- C. Leadership.** This ministry shall have as its leader an ordained or licensed Unity minister(s) approved for ministry employment by the Unity Worldwide Ministries or a person serving under special dispensation approved by the Unity Worldwide Ministries. For the purpose of these bylaws, the term “minister” shall include a person serving under special dispensation of the Unity Worldwide Ministries.
- D. Teaching.** The principles of practical Christianity shall be taught through this ministry using methods, textbooks, literature, and other materials approved by the Unity Worldwide Ministries.
- E. Mailings.** Copies of all printed matter mailed by this ministry to its membership shall be sent to the offices of the Unity Worldwide Ministries as appropriate.
- F. Reports.** The ministry shall make annual reports to the Unity Worldwide Ministries as required.

ARTICLE III - Office and Official Records

Section 1. Principal Office. The principal executive office of the corporation will be fixed by the Board of Trustees. Said office shall be in the County of (name of county), State of (name of state or province), or at such other place within the State of (name of state or province) as the Board of Trustees hereafter shall designate. The Corporation may also have offices at such other place or places, as the Board of Trustees may from time to time designate. *[NOTE: Governments commonly require designation of the principal office of a corporation, at which legal service can be made.]*

Section 2. Official Records. Records of membership, finances, donation, corporate minutes, and other records required by law or as designated by the Board of Trustees shall be maintained at the principal office of the corporation. Confidential documents are available only for use by the minister(s), board members, or designated professional staff. Other documents are available to active members upon request.

ARTICLE IV - Members

Section 1. Qualifications. A member of (name of ministry) will endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity and further the work of this ministry through active interest, love, and support.

Section 2. Election of Members. Anyone desiring membership in (name of ministry) will file an application for membership card with the ministry office **In addition, prospective members may need to meet additional requirements according to current ministry policy.** The application will be presented to the Board of Trustees at its next regular meeting. A majority vote of the trustees present and voting will be required for the applicant to become an active member. The applicant will be notified of the board’s action by the Board Secretary. All staff ministers and licensed Unity teachers are considered members of this

ministry.

Section 3. Classes of Members. There shall be two classes of members of this ministry, active and inactive. Active members have full membership rights and may participate and vote in any membership meeting.

A. Active Membership.

1. **New Members.** After acceptance as a new member, each member shall have voting rights at all membership meetings up through and including the next regularly scheduled annual membership meeting after joining the church.
2. **Existing Members.** To retain active membership rights, each member must indicate a desire to remain a member by completing and returning to the church a yearly membership renewal card or such other document as approved by the Board of Trustees. If no current membership renewal card or approved document is on file prior to the annual membership meeting, that person becomes inactive and cannot serve on the Board of Trustees or vote at any membership meeting.

B. Reinstatement of Inactive Membership.

1. **Reinstatement with two years.** If a member who has become inactive wishes to return to active status within the first two years after becoming an inactive member, such a member who meets membership qualifications and fills out a yearly membership renewal card or document approved by the Board of Trustees shall be reinstated as an active member. In order to vote at a membership meeting such members must fulfill these requirements at least six (6) weeks before a membership meeting.
 2. **Reinstatement after two years.** If a member has been inactive for two years or more and desires to become an active member again, such a member must reapply for active membership in the same manner required of new members.
- C. Removal of Membership for Cause.** A member may be removed for cause by the Board of Trustees. Prior to any vote concerning removal, the member in question must be notified by certified mail at least ten (10) days prior to the Board of Trustees meeting of the changes that may lead to removal of membership and thereafter be given an opportunity for a hearing before the board. A 2/3rds vote shall be required for removal of membership provided that the senior minister or co-ministers are in agreement with this action.

Section 4. Powers of Active Members. Each active member of (name of ministry) shall have the following powers:

- A. To vote at any membership meeting at which the member is present;
- B. Serve on ministry teams if selected; speak in debate at any membership meeting according to the rules provided for debate;

- C. Offer suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of this ministry;
- D. Contact the Unity Worldwide Ministries regional representative or the Unity Worldwide Ministries directly for guidance, support, or information on available resources; and
- E. Participate in all activities and programs of the ministry.

ARTICLE V - Meetings

Section 1. Annual Meetings. There shall be one annual membership meeting each year.

- A. Date and Location of Annual Meeting.** The annual membership meeting shall be held at the principal location of the ministry at a time and date established by agreement between the senior minister or co-ministers and Board of Trustees, but no longer than thirteen [13] months from the last annual membership meeting.
- B. Notice.** Written notice stating the date, time, and place of the annual meeting will be mailed to all active members at least ten (10) days in advance of the meeting. *[NOTE: "Mailed" because the notice needs a postmark for legality.]*
- C. Quorum.** Those active members present will constitute a quorum for the transaction of business at any annual membership meeting.
- D. Presiding Officer.** The President of the Board of Trustees shall serve as the presiding officer of the annual membership meeting.
- E. Participation.** The right to speak in debate, make motions, and vote during annual meetings shall be restricted to those active members present. The right of other persons to speak during membership meetings may be extended by a two-thirds (2/3) vote. Unity Worldwide Ministries' representatives have a right to speak when they have been invited by the senior minister or co-ministers, the Board of Trustees, or any member.
- F. Voting.** Unless otherwise provided in these bylaws, a majority vote, of the active members present and voting will be necessary for approval or disapproval of the action being voted upon. Proxy, absentee, or electronic (Internet, email, fax, etc.) voting are not allowed
- G. Power and Authority.** Annual membership meetings shall have the power and authority to do all of the following:
 1. Elect members to the Board of Trustees;
 2. Approve proposed amendments to these bylaws;
 3. Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is greater;
 4. Elect a member and an alternate, to serve on the Nominating Ministry Team;

5. Override any action of the Board of Trustees provided that notice of the action to be voted upon is submitted to all active members in writing ten (10) days prior to the meeting and is approved by a three-fourths (3/4ths) vote;
6. Remove by a two-thirds (2/3rds) vote any or all trustee(s) from the Board of Trustees; and
7. Vote on any matters officially brought to the attention of the membership.

H. Prayer. In any annual membership meeting, the Board President, minister(s), and Unity Worldwide Ministries Representative, or any member may request that action on an item of business be suspended while the membership enters into a time of prayer on the issue. Upon such request the President will provide a period of prayer and silence.

Section 2. Special Membership Meeting.

- A. Requesting Special Meetings.** Any time the affairs of this ministry warrant, a special membership meeting may be requested by the senior minister or co-ministers; a majority vote of the entire number of trustees currently serving on the Board of Trustees; or a petition signed by one-tenth (1/10th) of the active membership and submitted to the Board of Trustees.
- B. Calling Special Meetings.** Upon receiving proper request for a special membership meeting, the President of the Board of Trustees shall call the meeting on behalf of the requesting party within thirty (30) days of the receipt of the request. The location, notice, quorum, presiding officer, participation, voting, and prayer provisions for special membership meetings shall be the same as those for annual meetings.
- C. Special Meeting Business.** Business conducted at a special meeting shall be limited to the pre-stated purpose(s) given in the meeting notice.

ARTICLE VI – Board of Trustees

Section 1. Membership. The Board of Trustees shall be composed of the senior minister or co-ministers and no fewer than six (6) other trustees elected from among the active membership of (name of ministry) at the annual membership meeting. *[NOTE: Churches with fifty (50) members or less may choose to have less than six (6) trustees, but no fewer than three (3) trustees.]*

Section 2. Term of Office. Elected trustees will hold office for three years, or until their successors have been elected and assume office. Trustees elected at any annual membership meeting shall take office at the conclusion of the annual membership meeting at which they were elected. No elected trustee will serve more than two consecutive terms without an interval of one year between terms. Any person who serves on the board more than half of a term shall be credited with having served a full term.

Section 3. Prohibition of Service. The following persons are prohibited from serving on the Board of Trustees:

- any active licensed Unity teacher;
- relatives, significant others or household members of any board member or licensed Unity teacher;
- individuals receiving compensation from the ministry with the exception of the senior minister or co-ministers;
- relatives, significant others, or household members of any individual receiving compensation from the ministry.

Section 4. Regular Board Meetings. Regular meetings of the Board of Trustees will be held at the principal executive offices of this ministry on (indicate day, e.g., first Sunday, second Tuesday, etc.) of each month, unless otherwise stated by the board.

Section 5. Special Board Meetings. Special meetings of the board will be called by the President of the Board if requested by the senior minister or co-ministers; if requested by two or more trustees; or if the President of the Board deems it necessary. Any request for a special board meeting shall be made in writing to the Board Secretary. All current board members, including the senior minister or co-ministers, shall be given notice of any special board meeting at least forty-eight (48) hours in advance of the meeting. The attendance of any member of the board at the meeting shall serve as a waiver of this notice requirement.

Section 6. Quorum. A majority of the total number of trustees currently serving shall constitute a quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the trustees present shall be necessary for approval of the action being voted upon. Should the total number of trustees fall below four [this includes the minister] refer to Section 12 [Vacancies].

Section 7. Minister(s) Attendance. The senior minister or co-ministers has/have the right to attend all board meetings, with the exception of those meetings or portions thereof that pertain to determinations of the minister's salary and/or review of the ministers work record.

Section 8. Prayer. It is important that in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business any trustee may request time for prayer about an issue. Upon such request the President shall provide a period of prayer and silence.

Section 9. Duties and Responsibilities of the Board of Trustees. As representatives of the membership, the Board of Trustees shall:

- A. Uphold the spiritual purpose of this ministry as stated in Article II, Section 2 of these bylaws;
- B. Uphold the highest best interests of the membership in conducting the business of this ministry;
- C. Be conversant with these bylaws and establish policy for the operation of this ministry;

- D.** Be faithful in attendance at services as well as board and membership meetings of this ministry;
- E.** Determine the business needs of this ministry and authorize payment of funds for those purposes;
- F.** Administer the real and personal property of this ministry;
- G.** Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is greater shall be presented to the membership at a properly constituted membership meeting for final approval;
- H.** Employ a licensed or ordained Unity minister(s) through cooperation with the employment management procedures of the Unity Worldwide Ministries;
- I.** After a ministry, and its senior minister, or co-ministers, have sought to reconcile differences and cooperated with the procedures and guidance of Unity Worldwide Ministries, the Board of Trustees may terminate the employment of a senior minister or co-ministers by a two-thirds (2/3rds) vote;
- J.** As recommended by the senior minister or co-ministers, determine staff positions and authorize funds for their financial support;
- K.** Establish the dates for the beginning and ending of the fiscal year;
- L.** Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of the ministry;
- M.** Secure a fidelity bond or theft and dishonesty insurance for persons handling church funds;
- N.** Approve applicants for membership;
- O.** Provide for the mailing of yearly membership renewal cards to all active and inactive members;
- P.** Fill the unexpired term of any trustee;
- Q.** Elect officers of the board and their successors to fill any unexpired term when necessary;
- R.** Create such ministry teams as needed to support the functions and responsibilities of the board;
- S.** Advise the President of the Board on appointments to ministry teams;
- T.** Seek Unity Worldwide Ministries assistance in the event of a dispute adversely affecting the ministry;
- U.** Attend and actively participate in ongoing board education programs;
- V.** Consider other issues brought to their attention by the minister or members of the board;

- W. Keep or cause to be kept an accurate record of active and inactive members;
- X. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations;
- Y. Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations;
- Z. Acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- AA. Secure liability insurance for all Board of Trustee members and minister(s); and
- BB. Take such other actions as may be deemed necessary for the best interests of this ministry.

Section 10. Nomination and Election.

A. Qualifications. To be eligible to be elected to the Board of Trustees, a person must be an active member of (name of ministry). In addition candidates for election shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity; work to further the purposes of this ministry through active interest, love, and support; be a sincere and continuing student of Unity always remaining conversant with its teachings; and shall have demonstrated leadership capabilities.

B. Nominating Ministry Team.

1. **Selection.** A Nominating Ministry Team will be formed at least three months prior to the annual membership meeting. The ministry team will consist of the senior minister or co-ministers and three active members selected in the following manner:
 - a. At the annual membership meeting, the membership shall from among the active membership of the ministry select one member and one alternate to serve on the Nominating Ministry Team for the following year's election. In the event the person elected to serve becomes unavailable, the alternate shall serve. If the alternate also becomes unavailable to serve, the board will elect a person from among the active members who is not a current member of the board to fill the vacancy.
 - b. The board will elect one of its trustees to serve on the Nominating Ministry Team.
 - c. Together with the senior minister or co-ministers, the above two ministry team members will select a third person from among the active members to serve on the Nominating Ministry Team and be its chairperson.
 - d. In the event of an interim board, the Nominating Ministry Team shall complete its selection process within thirty (30) days from the establishment of the interim board.
2. **Duties and Responsibilities.** The Nominating Ministry Team will initiate a search for at least two qualified candidates for nomination as members of the

Board of Trustees. The report of the Nominating Ministry Team will be sent to all active members at least ten (10) days prior to the annual membership meeting.

C. Nomination Procedure. The presiding officer of the annual membership meeting shall:

1. Read Article VI, Section 10A and 10D of these bylaws just prior beginning the process of nomination and election;
2. Call upon the Chairperson of the Nominating Ministry Team to offer the ministry team's nominations; and
3. Call for additional nominations from the floor.

D. Election Procedure. The election shall be by ballot if there are any partial terms to be filled or there are more than two nominees. The result of the vote shall be announced to the annual meeting. The two nominees receiving the largest number of votes will be elected to full three (3) year terms. The candidates receiving the next highest number of votes will be elected to the longest unexpired term.

Section 11. Removal from Office by the Board of Trustees. Any trustee may resign at any time. In addition any trustee may be removed by the Board of Trustees due to unexcused absences from three successive regular board meetings or because of a failure to fulfill the duties of the office.

Section 12. Vacancies.

- A. Should one or two vacancies occur** among the elected members of the Board of Trustees, the board **shall** select qualified replacements to fill the position(s). A majority vote shall be necessary for election. The term of service for any replacement shall expire on the date of the next annual meeting.
- B. Should more than two vacancies occur simultaneously** among the elected members of the Board of Trustees, or should the total number of trustees fall below four [this includes the minister], two special membership meetings will be called.
1. The first meeting will occur within thirty [30] days. The purpose of this meeting shall be:
 - (a) To elect interim board members.
 - (b) To constitute or reconstitute the Nominating Ministry Team [see Section 10, B. Nominating Ministry Team].
 - (c) To set the date for a second meeting. The second Special Membership meeting will be held no later than seventy-five [75] days after the first meeting.
 2. The Nominating Ministry Team shall:
 - (a) Complete their search for board nominees within thirty [30] days of the first Special Membership meeting.
 - (b) The results of their work shall be mailed to all members within forty-five [45]

days.

3. The board members will be elected at the second of these Special Membership meetings [see Section 10, C. Nomination Procedure and D. Election Procedure]. If the regular annual meeting of this ministry should be scheduled in this time period, then board elections will be held at the regular annual meeting of this ministry.

C. Election Procedure. The candidate receiving the largest number of votes will fill the longest unexpired term; the candidate receiving the next highest number of votes receives the next longest term. This procedure is followed until all vacancies are filled.

Section 13. Board of Trustees Officers. The officers of the Board of Trustees shall be a president, a vice president, a secretary, and a treasurer. All officers will be selected in a manner determined by the board at the first board meeting after the annual meeting or at a special meeting called for the purpose of selecting officers. The term of office shall be one year or until successors are elected.

Section 14. Duties of Officers.

- A. President.** The president shall preside at all Board of Trustees meetings; preside at all membership meetings; appoint members of ministry teams with the advice of the board; serve as an ex officio member of all ministry teams except the Nominating Ministry Team; sign such papers and documents upon proper authorization as may be necessary; and be responsible for the planning of board orientation, retreats, and workshops.
- B. Vice President.** The vice president shall assist the president in the performance of that officer's duties; perform all the duties of the president of the board in the absence of the president; and succeed to the office of president in case the office of the president becomes vacant. In such a case, a new vice president will be elected from among the remaining trustees to fill the remainder of the unexpired term.
- C. Secretary.** The secretary shall keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings; hold in custody and be responsible for all reports, contracts, other legal papers, and the meeting minute books which will be kept at the principal executive office of the ministry at all times or in such other depository as prescribed by the board; attend to all official business as directed by the board; keep or cause to be kept accurate active and inactive membership lists; and send or cause to be sent yearly membership renewal cards to all active or inactive members.
- D. Treasurer.** The treasurer shall be custodian of all funds belonging to this ministry; pay out or cause to be paid out funds authorized by the board; keep, or cause to be kept, a record of all financial transactions; submit a monthly financial report at each regular board meeting; submit a financial report covering the last complete fiscal year to the annual membership meeting; and account for, or cause to be accounted for by the appointment of qualified persons, all funds received being responsible to assure that they are deposited in accounts authorized by the board. When counting ministry funds there should be at least two (2) persons present.

ARTICLE VII – Administration, Management and Leadership

Section 1. Administration. The administration of (name of ministry) shall be vested in the senior minister or co-ministers as the administrative director(s), and the Board of Trustees elected from the membership.

Section 2. Minister(s).

A. Senior Minister or Co-ministers. The senior minister or co-ministers will be duly licensed or ordained Unity minister(s).

1. **Duties.** As the spiritual leader(s) of this ministry, the senior minister or co-ministers will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this ministry. As administrative director(s), the minister(s) shall:
 - a. Be responsible for the complete functioning of this ministry, including the hiring and termination of all employees including associate or assistant ministers;
 - b. Serve as voting member(s) of the Board of Trustees on all matters except their own employment, or that of their successor(s);
 - c. Create ministry teams related to these duties;
 - d. Appoint the members of such ministry teams;
 - e. Serve as ex officio members of all ministry teams;
 - f. Be responsible for seeking the Unity Worldwide Ministries' assistance in the event of a dispute adversely affecting the ministry.
2. **Selection.** The Board of Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of the Unity Worldwide Ministries.
3. **Compensation.** The compensation of the senior minister or co-ministers employed by this ministry shall be set by the Board of Trustees.

B. Associate and/or Assistant Ministers. Associate and/or assistant minister(s) will be duly licensed or ordained Unity minister(s) who function(s) with less responsibility than the senior minister or co-ministers.

1. **Duties.** The associate and/or assistant minister(s) will perform the duties and fulfill the responsibilities assigned them by the senior or co-ministers.
2. **Compensation.** To the extent funded by the board, the compensation of the associate and/or assistant minister(s) shall be fixed by the senior minister or co-minister(s).

Section 3. Definitions.

- A. A Unity Ministry.** A member ministry in the Unity Worldwide Ministries recognized by the Unity Worldwide Ministries will have a duly ordained or licensed Unity minister, or a person serving under special dispensation as its Spiritual Leader. (For additional criteria, contact the Unity Worldwide Ministries office.)
- B. Senior Minister.** A Unity minister duly ordained, licensed [or serving under special dispensation] by the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), who assumes the spiritual and administrative leadership role in a member ministry. This leader works in conjunction with the Board of Trustees of the member ministry, and is to oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.
- C. Co-Minister.** In shared partnership ministries, a Unity minister duly ordained or licensed by the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), who equally assumes the spiritual and administrative leadership role with another co-minister in a member ministry. These leaders work in conjunction with the Board of Trustees of the member ministry, and oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.
- D. Associate Minister.** In ministries with more than one minister, a Unity minister duly ordained or licensed by the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The Associate Minister may be equal in ability, but functions with less responsibility than the Senior Minister. The Associate Minister reports to the Senior Minister, who determines the scope of the associate's responsibilities.
- E. Assistant Minister.** In ministries with more than one minister, a Unity minister duly ordained or licensed by the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The skills and/or experience of the Assistant Minister may be less than those of the Senior Minister. The assistant may be placed in a specialized service area of the ministry, i.e., pastoral visitation, or administrative support. The skills of the assistant are, therefore allowed to develop for a more comprehensive range of ministry service of the assistant, and the ministry.

ARTICLE VIII - Ministry Teams

With the exception of the Nominating Ministry Team, ministry teams may be appointed by the President of the Board or the senior minister or co-ministers for their respective areas of responsibility.

ARTICLE IX - Dissolution

In the event that this corporation is dissolved, all property and funds remaining after the payment of the debts of the corporation will be delivered to the Unity Worldwide Ministries,

a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes. Such funds or property will be for the use and benefit of the Unity Worldwide Ministries as may be determined by the Board of Trustees of the Unity Worldwide Ministries, in alignment with current policies and procedures. Should the Unity Worldwide Ministries no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the County in which the principal executive offices of the corporation are then located and shall be used exclusively for such purposes or distributed to such organization or organizations, as said court shall determine, which are organized and operated exclusively for purposes set out in Section 5.01(c) (3) of the Internal Revenue Code of 1954.

ARTICLE X – Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the meetings of this corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the corporation may adopt.

ARTICLE XI – Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws may be adopted at any annual or special membership meeting provided that written notice setting forth the exact wording of such proposed amendment(s) or general revision has been mailed to all active members at least ten (10) days prior to the meeting at which they will be considered. An affirmative vote of three-fourths (3/4ths) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these bylaws. *[NOTE: Many states also require the approval of the board for the adoption of amendments to the bylaws. In such states a phrase such as the following should be added: “To take effect, any amendment(s) to or general revision of these bylaws must also be ratified by a 2/3rds vote of the members of the Board of Trustees present and voting at the first meeting of the board following the adoption of such amendment(s) or general revision.]*

Signature and Title

Date of Adoption

Appendix 3

Suggested Articles of Incorporation Template for Unity Evolving Member Ministry

In order to complete the Articles of Incorporation you must appoint a board of trustees. The number of people on your board may be dictated by the state in which you are seeking non-profit incorporation but should match the number stated in your by-laws. [example—Missouri requires at least three members]. Contact the Secretary of State for the state where you live requesting information about incorporating as a non-profit incorporation [example—in Missouri this form will require that you list the names and addresses of your board of trustee members]. *Be sure to check the Articles of Incorporation Template in the state in which your ministry is incorporated*

Reminder: You will need to have determined what your IRS tax designation will be prior to submitting your application and filing for incorporation as a non-profit in your state.

SAMPLE ARTICLES OF INCORPORATION

**MISSOURI NONPROFIT
ARTICLE OF INCORPORATION
OF
NAME OF MINISTRY**

TO THE SECRETARY OF STATE
STATE OF MISSOURI

The undersigned natural person(s) of the age of eighteen years or more for the purpose of forming a corporation under the “Missouri Nonprofit Corporation Act” adopt the following Article of Incorporation:

**ARTICLE I
Name of Ministry**

The name of the corporation is: **Alternative Unity Ministry Name**

**ARTICLE II
TYPE OF CORPORATION**

This corporation is a Public Benefit Corporation NOTE: Different types in different states

**ARTICLE III
REGISTERED OFFICE AND AGENT**

The name and address of the corporation's registered agent and registered office are:

Name of Ministry Leader

Address of Ministry

**ARTICLE IV
EFFECTIVE DATE AND DURATION**

The effective date of incorporation of the corporation shall be upon filing of this Certificate of Incorporation. The duration of the corporation is perpetual.

**ARTICLE V
MEMBERS**

Does this corporation have members? Yes _____ No _____

**ARTICLE VI
PURPOSES**

Sample Purpose: This Corporation shares core beliefs and convictions with Unity Worldwide Ministries, a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee's Summit, Missouri. The purpose of the corporation is (1) to demonstrate and teach the universal principles of Truth as taught and demonstrated by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries; (2) to further the Evolving of human consciousness by inspiring others into a new awareness of their spiritual nature and power; (3) to teach and perform spiritual healing; (4) to teach and promote Christianity and Truth Principles for the intellectual, moral, spiritual and physical development of humankind; (5) to promote the harmony, health and happiness of humankind; and (6) and to engage in any lawful act or activity for which nonprofit corporations may be organized under the Missouri Nonprofit Corporation Act.

**ARTICLE VIII
DISSOLUTION**

The assets of the corporation will be distributed on dissolution as follows:

Unity Worldwide Ministries
1901 NW Blue Parkway, Unity Village, MO 64065

Signed this _____ day of (Month and Year), _____.

Name and Title of Ministry Leader

Address of Ministry Leader

Appendix 4

Full-Ministry Status Requirements for Evolving Member Ministries

September 27, 2016

- A member ministry will have, or be actively seeking, as its leader an ordained or licensed Unity minister(s) approved for ministry employment by Unity Worldwide Ministries or a licensed Unity teacher approved as a Spiritual Leader.
- A member ministry must hold weekly services and offer regular programs, as well as be supported by a board of trustees.
- A completed membership application (see page 27).
- A copy of the most recent complete full year's financial report of the ministry.
- A copy of the Membership Meeting Minutes voting for full-ministry status.
- A copy of the State certified Articles of Incorporation as a nonprofit organization, including State seal (where applicable).
- A copy of the ministry bylaws submitted and approved by Unity Worldwide Ministries.
- A letter of recommendation from the Regional Representative.
- The ministry must demonstrate prosperity consciousness in the following ways –
 - a. By submitting a balanced budget that has been utilized during the previous 12 months.
 - b. By submitting a signed letter stating that the board and the minister/licensed Unity teacher have come to agreement regarding salary and that the ministry intends to support the minister/licensed Unity teacher with an agreed upon salary based on a review of demographics of their area
 - c. By committing to the practice of tithing (10%) in alignment with our principles and be able to show documentation of this in the previous year's financial statements.
- At least 25 signatures of ministry members who have gone through a membership pathway that included the teaching of basic Unity Principles, as well as the relationship and function of our supporting organizations, Unity World Headquarters at Unity Village and Unity Worldwide Ministries.
- Copies of the last 12 months Board of Trustees meeting minutes.
- A written history of the ministry.
- Current signed copies of the **Code of Ethics for a Minister/Spiritual Leader** and a **Code of Ethics for a Ministry**.

Appendix 5
✓ CHECKLIST for Full-Status Ministry Application
September 27, 2016

Please include with your application:

- Date of Application
- Name of ministry
- Mailing and meeting address and telephone number
- Name, contact information of credentialed leader
- Ministry and minister Email address, Website address, Facebook, etc. address
- Names, addresses/contact information of all Board members
- Written history of the ministry
- FEIN number
- Articles of Incorporation as a nonprofit organization
- Latest annual financial reports
- Description and photo of facility; owned or rented/indebtedness
- Average attendance for at least the past 12 months of the Sunday Weekly Service and Sunday Youth Education class/s.
- A list of current classes/events/activities and the approximate attendance
- A signed and dated copy of your bylaws which include how board members are elected and what is their rotation; and a Dissolution Clause
- Membership meeting minutes in which congregation voted to join Unity Worldwide Ministries
- At least 25 signatures of ministry members who completed a membership pathway.
- Number of paid staff and their responsibilities
- A signed letter stating that the board and the minister/licensed Unity teacher have come to agreement regarding salary and that the ministry intends to support the minister/licensed Unity teacher with an agreed upon salary based on a review of demographics of their area
- A letter of recommendation from the Regional Representative.
- Current signed copies of the Code of Ethics for a Minister/Spiritual Leader and Code of Ethics for the Ministry.
- Any other information that would be helpful in evaluating your application

Email application to carrie@unity.org . Mail hard copies to: Unity Worldwide Ministries, P.O. Box 610, Lee's Summit, MO 64063.

Full status membership applications will be reviewed and recommended to Unity Worldwide Ministries Board of Trustees. Applications will then be placed on the agenda of the board's next available meeting.

Appendix 6

Checklist for a Unity Evolving Alternative Ministry

- ❑ Cover Sheet
- ❑ Description of the Ministry
 - ❑ Plans for the ministry
 - ❑ Services and programs
 - ❑ Demographics (as applicable)
 - ❑ Funding/business plan
 - ❑ Promotion Plan
- ❑ Minister/Spiritual Leader/Coordinator
 - ❑ Resume
 - ❑ Income
- ❑ Other Items:
 - ❑ EIN (Employer Identification Number) See page 17
 - ❑ Signed copies of current Codes of Ethics for:
 - ❑ A Minister/Spiritual Leader
 - ❑ A Unity Ministry
 - ❑ Signed letter agreeing to policies and procedures for a new Evolving ministry
 - ❑ Recommendation from regional representative
 - ❑ For Option C (see p.8), letter from sponsoring Unity member church
- ❑ Proposed or complete Articles of Incorporation (see appendix)
- ❑ Proposed or complete Bylaws (see appendix)
- ❑ Completed and signed Declaration for Tax-exemption (see appendix)

Appendix 7

Examples & Structures for a Unity Evolving Alternative Ministry

The list below describes a range of Unity Evolving Alternative Ministry, with various focuses and activities. Unity Worldwide Ministries will also consider types of alternative ministries other than those listed.

- Unity Retreat Ministry—A ministry that has as its primary function the operation of a spiritual retreat program.
- Internet Ministry—A ministry that has as its primary function the provision of services over the internet such as daily prayers, video messages, inspirational tweets, informational blogs, podcasts, etc.
- Television/Radio Ministry—A ministry that has as its primary function the producing of television or radio programs.
- Unity Prayer Ministry—A ministry that has as its primary function serving its constituency through prayer.
- Lecture Workshop Ministry—A ministry that has as its primary function the operation of a spiritual lecture/workshop program.
- Music Ministry—A ministry that has as its primary function training, and/or production, regarding spiritual music
- Education Ministry—A ministry that has as its primary function the spiritual education and training of children, youth, and/or adults
- Social Service Ministry—A ministry that has as its primary function the provision and/or training for services for positive social action in local communities and/or global arenas.
- **Waiver:** We recognize, that there may be unusual circumstances that make it extremely difficult, or impossible, for an alternative Unity ministry to comply with one or more requirements for approval. In such a situation, the applicant may apply for a waiver of the requirement at issue and include in the application a detailed justification for why the applicant should be excused from that requirement and how excusing compliance with any particular requirement would not undermine the integrity or reliability of the proposed alternative Unity ministry or otherwise undermine the alternative Unity ministry application process. The Board shall have complete discretion to waive, or not waive, any requirement for a particular applicant.

View a sampling of Unity Evolving Alternative Ministry websites here:

<http://www.unityworldwideministries.org/sites/unityworldwideministries.org/files/Examples%20of%20Alternative%20Unity%20Ministries.pdf>

Appendix 8

Bylaws Template for a Unity Evolving Alternative Ministry

Note: This document is a recommended template; you may vary from the template but UWM may question any nonconformity with the template and determine its acceptability.

- There are several places in these bylaws where you need to make a choice.... Look for the word “OR”
- There are several places where you must fill in the blanks... look for underlined words.

Name of Ministry Bylaws

ARTICLE I – Identification

Section 1. Statement of Purpose. The purpose of (name of ministry), a (name of state) corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries, a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee’s Summit, Missouri, hereinafter referred to as UWM. (Use this as a sentence structure to create your statement with information specific to your AUM.)

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, (name of ministry) shall endeavor to...

do guest speaking and to conduct worship services, seminars and classes of instruction

OR

conduct worship services, pastoral care, and spiritual counseling for residents of/patients of/ employees of _____

OR

provide prayer support to those who are our constituents

OR

teach classes of instruction based on the teachings of Unity as inspired by Charles and Myrtle Fillmore

OR

provide a spiritual experience for retreatants based on the teachings of Unity

OR

educate via the medium of television/radio/internet in spiritual subjects based on the teachings of Unity

OR

(create your own descriptive phrase)

and to demonstrate the principles of Truth by using them in the operation of the ministry and to adopt other means that in the judgment of the minister will further the principles of practical Christianity among people everywhere.

Section 3. Unity Worldwide Ministries. (Name of ministry) shall be a vital part of the worldwide Unity movement and a member of Unity Worldwide Ministries. Any person connected to this ministry may call upon the resources and support of UWM through its minister(s)/ministry leader(s), Board of Trustees, staff, or through direct communication with UWM.

In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of UWM as outlined in UWM Bylaws, insofar as they do not conflict with the laws of the State of (name of state).

- A. Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of UWM, and its members (or Board members) may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of this ministry.
- B. Resources.** This ministry can benefit from its membership in UWM and its corresponding region through direct support, materials and coaching regarding ministry functions.
- C. Leadership.** This ministry shall have as its minister/co-ministers, or ministry leader/ co-leaders, credentialed individuals eligible for employment by Unity Worldwide Ministries and willing to serve the ministry for a minimum of 2 years. This would include the following:
 - Ordained Unity Minister
 - Licensed Unity Minister
 - Licensed Unity Teacher
- D. Reports.** The ministry shall make annual reports to UWM as required.

ARTICLE II - Office and Official Records

Section 1. Principal Office. The principal executive office of the corporation will be fixed by the Board of Trustees.

Section 2. Official Records. Records of finances, donations, corporate minutes, and other

records required by law or as designated by the Board of Trustees shall be maintained at the principal office of the corporation.

ARTICLE III – Board of Trustees

Section 1. Membership. The Board of Trustees shall be composed of

the minister, OR co-ministers, OR the senior minister and all associate ministers

OR

the ministry leader, OR co-leaders

And

no fewer than two (2) other trustees. The minister(s)/ministry leader(s) may serve as an officer/officers of the Board (not the President/Chair).

OR

Three (3) other trustees. The minister(s)/ministry leader(s) may serve as an officer/officers of the Board (not the President/Chair).

OR

Three (3) other trustees who shall serve as officers of the Board.

OR

(number) trustees from which the officers of the Board shall be elected.

Note: If you choose Option B (page 24-25) — be sure to consult with a tax advisor, as well as UWM, regarding AUM auxiliary status and Board Membership, and include one of the following under Section 1. Membership.

(For Option B) The Board of Trustees of UWM has the authority to appoint or remove, or to control the appointment or removal of, at least one of the organization’s officers or directors.

Section 2. Terms of Office. The Term of Office for a Board of Trustees member shall be three years with terms beginning and ending in months that are determined by the current ministry Board. There is no limit to the number of terms served.

Section 3. Regular Board Meetings. Regular meetings of the Board of Trustees will be held as determined by the Board

OR

Monthly as determined by the Board.

OR

Quarterly as determined by the Board.

Board meetings may be held by electronic means if the Board so agrees.

Section 4. Special Board Meetings. Special meetings of the Board may be called by any member of the Board notifying the others of such a need. The President of the Board will set a date and time for such meeting and notify the other Board members. Special Board meetings will be held within 30 days of such a request. All current Board members, including the minister(s)/ministry leader(s), shall be given notice of any special Board meeting at least forty-eight (48) hours in advance of the meeting. The attendance of any member of the Board at the meeting shall serve as a waiver of this notice requirement.

Section 5. Quorum. A majority of the total number of trustees currently serving shall constitute a quorum for the transaction of business.

Section 6. Attendance of Minister/Ministry Leader. The minister/co-ministers, or ministry leader/co-leaders has/have the right to attend all board meetings.

Section 7. Prayer. It is important that in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business, any trustee may request time for prayer about the issue. Upon such request, the president/chair shall provide a period of prayer and silence.

Section 8. Duties and Responsibilities of the Board of Trustees. The Board of Trustees shall:

- A. Uphold the spiritual purpose of this ministry as stated in Article I of these bylaws;
- B. Uphold the highest ethical standards in conducting the business of this ministry;
- C. Be conversant with these bylaws and establish policy for the operation of this ministry;
- D. Be faithful in attendance at Board meetings of this ministry;
- E. Determine the business needs of this ministry and authorize payment of funds for those purposes;
- F. Administer the real and personal property of this ministry

- G. Employ a licensed or ordained Unity minister(s), or a licensed Unity teacher, or other ministry leader through cooperation with the employment management procedures of UWM;
- H. After a ministry and its minister/co-ministers or ministry leader/co-leaders have sought to reconcile differences and cooperated with the procedures and guidance of UWM, the Board of Trustees may terminate the employment of a minister/co-ministers or ministry leader/co-leaders by a two-thirds (2/3rds) vote;
- I. As recommended by the minister/co-ministers or ministry leader/co-leaders, determine staff positions and authorize funds for their financial support;
- J. Establish the dates for the beginning and ending of the fiscal year;
- K. Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of the ministry;
- L. Appoint new trustees to the Board as needed.

(For Option B page 8-9)

Appoint new trustees to the Board as needed, with one Trustee being appointed and/or approved for appointment by the Board of Trustees of UWM.

- M. Elect officers of the board and their successors;
- N. Seek UWM assistance in the event of a dispute adversely affecting the ministry;
- O. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations. Issuing or causing to be issued necessary 1099 and W-2 forms, and acknowledging in writing contributions in compliance with Internal Revenue Service regulations;
- P. Secure liability insurance for all Board of Trustee members and minister(s); and
- Q. Take such other actions as may be deemed necessary for the best interests of this ministry.

Section 10. Nomination and Election.

A. Qualifications. To be eligible to be elected to the Board of Trustees, a person must endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity; work to further the purposes of this ministry through active interest, love, and support; and be a sincere and continuing student of Unity always remaining conversant with its teachings.

B. Election Procedure.

- a. When a vacancy occurs on the Board of Trustees, the remaining Trustees shall conduct a search for a new Board member.
- b. The Board shall select a qualified replacement to fill the position. A majority vote shall be necessary for election.

(For Option B page 8-9)

If the replacement is for a Trustee that has been appointed and/or approved for appointment by the Board of Trustees of UWM, replacement and/or approval for the replacement is required by this same Board.

(For Option C page 9)

If the replacement is for a Trustee that has been approved for appointment by the Board of Trustees/Directors of (Insert Name of Member Church Ministry), replacement and/or approval for the replacement is required by this same Board.

Section 11. Removal from Office by the Board of Trustees. Any trustee may resign at any time. In addition any trustee may be removed by majority vote of the Board of Trustees.

(For Option B)

UWM/AUCI has the authority to appoint or remove, or to control the appointment or removal of, at least one of the organization's officers or directors."

(For Option C)

“(Name of Member Church) has the authority to appoint or remove, or to control the appointment or removal of, at least one of the organization's officers or directors.

Section 12. Board of Trustees Officers. The officers of the Board of Trustees shall be a President/Chair, Secretary, and Treasurer. All officers will be selected in a manner determined by the Board. The terms of office will be mutually agreed upon by the Board. The offices of Secretary and Treasurer may be held by the same person. Other offices may be added if desired.

Section 13. Duties of Officers.

A. President/Chair. The president/chair shall preside at all Board of Trustees meetings; appoint members of ministry teams related to Board function; serve as an ex officio member of all ministry teams; sign such papers and documents upon proper authorization as may be necessary; and be responsible for the planning of board orientation, retreats, and workshops.

B. Secretary. The secretary shall keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings; hold in custody and be responsible for all reports, contracts, other legal papers and the minute books which items will be kept at the principal executive office of the ministry at all times or in such other depository

as prescribed by the Board; attend to all official business as directed by the Board.

- C. Treasurer.** The treasurer shall be custodian of all funds belonging to this ministry; pay out or cause to be paid out, funds authorized by the Board; keep, or cause to be kept, a record of all financial transactions; submit a monthly (OR quarterly) financial report at each regular Board meeting; submit a financial report covering the last complete fiscal year to the annual membership meeting (OR annually to the Board); provide an annual finance report for use in submitting to UWM in the annual Ministry and Finance Report; and account for, or cause to be accounted for by the appointment of qualified persons, all funds received being responsible to assure that they are deposited in accounts authorized by the Board.

ARTICLE IV – Administration, Management and Leadership

Section 1. Administration. The administration of (name of ministry) shall be vested in the senior minister or co-ministers, or ministry leader(s) as the administrative director(s)/chief executive officer(s), and the Board of Trustees.

Section 2. Minister(s)/Ministry Leader(s).

- A. Minister(s)/Ministry Leader(s).** The minister/co-ministers, or ministry leader/co-leaders, will be licensed or ordained Unity minister(s), or Licensed Unity Teacher(s), or other ministry leader(s) through cooperation with the employment management procedures of UWM;

1. **Duties.** As the spiritual leader(s) of this ministry, the minister/co-ministers, or ministry leader/co-leaders will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this ministry. As administrative director(s), these minister/co-ministers, or ministry leader/co-leaders, shall:

- a. Be responsible for the complete functioning of this ministry, including the hiring and termination of all employees including (if applicable) associate or assistant ministers;
- b. Serve as voting member(s) of the Board of Trustees on all matters except their own employment, or that of their successor(s);
- c. Create ministry teams related to these duties;
- d. Appoint the members of such ministry teams;
- e. Serve as ex officio members of all ministry teams;
- f. Be responsible for seeking UWM's assistance in the event of a dispute adversely affecting the ministry.

2. **Selection.** The Board of Trustees shall select the minister/co-ministers, or ministry

leader/co-leader(s), following the criteria put forth in the Alternative Unity Ministries Manual, and the employment procedures for ministerial personnel of UWM.

3. **Compensation.** The compensation of the senior minister/co-minister(s), or ministry leader/co-leaders employed by this ministry shall be set by the Board of Trustees.

B. Associate and/or Assistant Ministers. Associate and/or assistant minister(s) will be duly licensed or ordained Unity minister(s) who function(s) with less responsibility than the senior minister or co-ministers.

1. **Duties.** The associate and/or assistant minister(s) will perform the duties and fulfill the responsibilities assigned them by the senior or co-ministers.
2. **Compensation.** To the extent funded by the board, the compensation of the associate and/or assistant minister(s) shall be fixed by the senior minister or co-minister(s).

ARTICLE V - Dissolution

In the event that this corporation is dissolved, all property and funds remaining after the payment of the debts of the corporation will be delivered to UWM/AUCI, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes. Such funds or property will be for the use and benefit of UWM/AUCI as may be determined by the Board of Trustees of UWM/AUCI, in alignment with current policies and procedures. Should UWM/AUCI no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the County in which the principal executive offices of the corporation are then located and shall be used exclusively for such purposes or distributed to such organization or organizations, as said court shall determine, which are organized and operated exclusively for purposes set out in Section 5.01(c)(3) of the Internal Revenue Code of 1954.

ARTICLE VI – Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws may be adopted at any Board of Trustees Meeting provided that written notice setting forth the exact wording of such proposed amendment(s) or general revision has been given or mailed to all Board members at least ten (10) days prior meeting at which they will be considered. A unanimous vote and UWM approval is required for any amendments to these bylaws to take effect.

Date of Adoption _____

Signature of Board Secretary _____

Appendix 9

Suggested Articles of Incorporation Template for Unity Evolving Alternative Ministry

In order to complete the Articles of Incorporation you must appoint a board of trustees. The number of people on your board may be dictated by the state in which you are seeking non-profit incorporation [example—Missouri requires at least three members]. Contact the Secretary of State for the state where you live requesting information about incorporating as a non-profit incorporation [example—in Missouri this form will require that you list the names and addresses of your board of trustee members]. *Be sure to check the Articles of Incorporation Template in the state in which your ministry is incorporated*

Reminder: You will need to have determined what your IRS tax designation will be prior to submitting your application and filing for incorporation as a non-profit in your state.

SAMPLE ARTICLES OF INCORPORATION

MISSOURI NONPROFIT ARTICLE OF INCORPORATION OF NAME OF MINISTRY

**TO THE SECRETARY OF STATE
STATE OF MISSOURI**

The undersigned natural person(s) of the age of eighteen years or more for the purpose of forming a corporation under the “Missouri Nonprofit Corporation Act” adopt the following Article of Incorporation:

ARTICLE I Name of Ministry

The name of the corporation is: **Alternative Unity Ministry Name**

ARTICLE II TYPE OF CORPORATION

This corporation is a Public Benefit Corporation NOTE: Different types in different states

**ARTICLE III
REGISTERED OFFICE AND AGENT**

The name and address of the corporation's registered agent and registered office are:

Name of Ministry Leader

Address of Ministry

**ARTICLE IV
EFFECTIVE DATE AND DURATION**

The effective date of incorporation of the corporation shall be upon filing of this Certificate of Incorporation. The duration of the corporation is perpetual.

**ARTICLE V
MEMBERS**

Does this corporation have members? Yes _____ No _____

**ARTICLE VI
PURPOSES**

Sample Purpose: This Corporation shares core beliefs and convictions with Unity Worldwide Ministries, a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee's Summit, Missouri. The purpose of the corporation is (1) to demonstrate and teach the universal principles of Truth as taught and demonstrated by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries; (2) to further the Evolving of human consciousness by inspiring others into a new awareness of their spiritual nature and power; (3) to teach and perform spiritual healing; (4) to teach and promote Christianity and Truth Principles for the intellectual, moral, spiritual and physical development of humankind; (5) to promote the harmony, health and happiness of humankind; and (6) and to engage in any lawful act or activity for which nonprofit corporations may be organized under the Missouri Nonprofit Corporation Act.

**ARTICLE VIII
DISSOLUTION**

The assets of the corporation will be distributed on dissolution as follows:

Unity Worldwide Ministries
1901 NW Blue Parkway, Unity Village, MO 64065

Signed this _____ day of (Month and Year), _____.

Name and Title of Ministry Leader

Address of Ministry Leader

Appendix 10

Declaration for Tax Exemption - Evolving Alternative Ministry

Name of Ministry: _____

Name(s) of Minister/Co-Ministers, or Ministry Leader/Co-Leaders:

Ministry legal address: _____

Ministry Federal Employer Identification Number (FEIN): _____

Check one of the following:

The above ministry is applying for operating under the tax umbrella of the Association of Unity Churches International.

The above ministry is operating under the tax umbrella of the Association of Unity Churches International.

The above ministry is applying for operating under an independent 501(c)(3) religious organization tax exemption.

The above ministry is operating under its own, independent 501(c)(3) religious organization tax status

The above ministry is operating under the auspices of a recognized Unity ministry and subject to its oversight and authority.

"I am the leader of this ministry. I understand UWM is not responsible for determining my tax status, and have become familiar with IRS requirements regarding tax exempt religious organizations or have consulted with an appropriate attorney or accountant regarding such requirements. I have filled this form out accurately and believe the above described Unity Evolving Alternative Ministry qualifies as a tax exempt religious institution."

Declaration submitted by:

(Signature)

Date _____



Revised: 02/2015

Code of Ethics for Ministers/Spiritual Leaders of Our Unity Worldwide Ministries

Introduction and Intention

Foundational to Unity’s principles and teachings is the belief that we are individualized expressions of God; that our spiritual purpose is to give expression to God. This calls us, as Unity Ministers/Credentialed Leaders to live from our Christ nature in all circumstances — thereby, being a healing presence and a role model for those we serve. Because of this, it is our intention to be accountable to a high level of professional ethics. (For simplicity, the term “Credentialed Leader” is used to apply to all a) ordained or licensed Unity Ministers, (active and inactive), b) licensed Associate Ministers, c) Licensed Unity Teachers, d) Spiritual Leaders serving Unity churches under special dispensation from Unity Worldwide Ministries, e) Spiritual Leaders and Study Group Coordinators of churches and study groups affiliated Unity Worldwide Ministries, f) Ministerial Education Candidates, g) Ministers in the Field Licensing Program.)

Our Code of Ethics articulates a vision of ethical behavior grounded in our beliefs and teachings. Its purpose is to provide guidelines for behavior that is both ethical and authentic, and allows us to give full expression to our Christ nature. This document also serves the purpose of allowing us to hold one another accountable to this standard. When we fall short, the Ethics Review System seeks to provide a compassionate process that calls us back to integrity and wholeness. We seek to restore, to rehabilitate, and to make amends whenever possible.

We also recognize that there are certain violations of our covenant that must be addressed. Some behaviors are explicitly illegal, and such violations may require suspension of membership from Unity Worldwide Ministries. Some behaviors and attitudes are unethical by our standards and compromise our ability to perform and provide ministry. Other behaviors and attitudes harm us and interfere with our ministry and our own efforts toward wholeness. Ministers/spiritual leaders who act in ways that are inconsistent with our Code of Ethics may be subject to review through our Ethics Review System. We seek to address these violations honestly, directly, and in such a manner as to assist one another in living our highest potential.

Section I and Section II relate to our spiritual principles and self-care. It is recommended that all ministers/spiritual leaders aspire to follow these practices. If a minister/spiritual leader falls short of these practices, an ethical review would not be probable.

I. Dedication to Truth Principles

- A.** As a Unity minister/spiritual leader [minister/spiritual leader here and throughout the document refers to those individuals who are credentialed and/or recognized as Unity leaders by Unity Worldwide Ministries], I dedicate myself to the principles of Truth as taught and exemplified by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries [UWM], including:
 - 1. God is Absolute good, everywhere present.
 - 2. Every human being is an expression of the Divine; the Christ spirit, by whatever name, indwells all people. Their very essence is of God, and therefore they are also inherently good.
 - 3. Human beings create their experience by the activity of their thinking. Everything in the manifest realm has its beginning in thought.
 - 4. Prayer is creative thinking that heightens the connection with God-Mind and therefore brings forth wisdom, healing, prosperity, and everything good.
 - 5. Knowing and understanding the laws of life, also called Truth, are not enough. A person must also live the truth that he/she knows.

- B.** I look to the indwelling Christ for inspiration, to guide, govern, and prosper me.

- C.** I will, to the best of my understanding and ability, bring the freeing truth to humankind. This I will do in a spiritually dignified way, being guided by divine wisdom and good judgment.

- D. I believe in the power of prayer and I am convinced that, as Jesus said, “All things are possible to one who believes.”
- E. In consecration to God and the work of ministry, I offer myself as a channel for God’s will to be made manifest that I may honor and glorify God.
- F. I believe that the true minister/spiritual leader is one who has been called to this work by the spirit of Truth within. I desire only to express this Truth, and to teach others to live it.

II. The Ministerial Relationship to Self – Self Care

Recognizing that wholeness is expressed on all levels of my being, I will honor myself in spirit, mind and body.

- A. Following the example of Jesus, I will take time away from the crowds for conscious contact with God, and will maintain a spiritual practice of prayer and meditation.
- B. I will respect the need to develop and broaden my intellectual and spiritual capacities through personal reading, and professional continuing education programs that are vital and relevant to my growth.
- C. I will endeavor to maintain a program of emotional and physical fitness that includes vacation time, and time off each week for rest and relaxation.
- D. Knowing that ministry makes great demands upon the ministers/spiritual leader’s time, I will endeavor to maintain a proper balance between the life of the ministry and the rights and privileges of my family relationship.

Sections III through Section VII relate to standards of behaviors all ministers/spiritual leaders are expected to demonstrate. Failure to do so could result in a review through the Ethics Review System.

III. The Ministerial Relationship with Others

The ministerial relationship pre-supposes certain role expectations; the minister/spiritual leader is expected to make available certain resources, talents, knowledge, and expertise which will serve the best interests of the ministry.

- A. The role of minister/spiritual leader carries with it authority and power. I will fulfill my responsibility and use this power to benefit the people who call upon me for service. I will offer acceptance and support to all people with whom I have contact regardless of age, race, socio-economic status, creed, nationality, gender, or sexual orientation. When people are angry, critical, or unkind, I will respond compassionately.

- B.** I will conduct my work, private and public, after the standards and in accord with the teachings and ideals of Unity World Headquarters at Unity Village and Unity Worldwide Ministries without competition and contention, realizing that the more truly I practice the Principles of Unity, the greater will be the good to each and all immediately concerned, and to the community at large.
- C.** I will maintain the boundaries of the ministerial relationship, realizing that crossing boundaries is a betrayal of trust. In honor of that trust, I will not exploit nor violate the emotional, spiritual or physical well-being of people who come to me for help or over whom I have any kind of authority. I will not use my authority to defame or manipulate individuals or groups, or foster division within the ministry. I will not create or cultivate dependencies. I will avoid situations and relationships which could impair my professional judgment or compromise the integrity of the ministry. I will not exploit situations or relationships for personal gain.
- D.** As a minister/spiritual leader, I shall work within my professional qualifications and limitations. People with needs beyond my expertise shall be referred to a qualified professional.
- E. Confidentiality:**
1. I am honor bound to hold sacred all confidences reposed in me, except if a confidence reveals that the person confiding may pose a threat to self or others; I will abide by law mandating or authorizing reporting to agencies. In addition, where law shields from liability voluntary disclosure of suspected possible child abuse, elder abuse, dependent adult abuse, or animal abuse, I will make a good faith report of such abuse to the appropriate agencies whether or not reporting is mandated by law.
 2. I will never mention, without permission, either privately or publicly, the name, residence, or locality of any person under treatment in the past or present in illustration or verification of Truth principles.
 3. I will not use privileged information for personal gain.
- F.** I will refrain from sexual contact and/or sexualized behavior with a congregant, client, or employee with whom I have a professional and/or pastoral relationship, realizing it is unethical and is deemed clergy misconduct. (Clergy misconduct involving sexual abuse and/or sexualizing a professional relationship is defined as sexual activity or contact, not limited to sexual intercourse.) [Refer to Unity Worldwide Ministries Sexual Conduct Policy.]

- G.** I believe that more is taught by what a minister/spiritual leader is than what s/he says. Therefore, I will seek to keep my morals above reproach. I will exercise good judgment in regard to my social conduct. My relationships will be such as to command only the highest respect. I am conscious of the fact that to be pure in heart is to be pure in conduct also.

IV. Relating to Colleagues

- A.** I will hold all ministers/spiritual leaders in esteem and respectful regard, and use all rightful means to protect the personal and professional honor of all other ministers/spiritual leaders.
- B.** I will not interfere with the work of another minister/spiritual leader.
1. If I am asked by a member of a Unity ministry in which I am not serving to conduct a special service or provide pastoral care, I will consult the minister/spiritual leader of that ministry before accepting.
 2. I will not accept an overture from a ministry whose minister/spiritual leader has not yet resigned.
 3. I shall provide cooperative assistance to other minister/spiritual leaders as they endeavor to do ministry, including when working as part of a Unity Worldwide Ministries Ministry Team.
- C.** When assuming the leadership of an established ministry, I will avoid criticism of the former minister/spiritual leader or her/his work. In those rare times when an ethical lapse by a prior minister/spiritual leader has occurred, I will be truthful and compassionate while maintaining confidentiality.
- D.** After leaving a ministry:
1. I will modify my relations with members of a congregation which I have previously served in order to support the highest interest of the current Unity minister/spiritual leader and the ministry.
 2. After relinquishing my work to another minister/spiritual leader, I will not participate in that ministry in any way without the approval of the ministry's current minister/spiritual leader.

E. When I am disturbed by the activities of another colleague, I will communicate directly with that colleague. When I am disturbed by the activities at another Unity ministry, I will communicate with the appropriate leaders of the ministry.

1. If necessary, I will consult with other Unity Worldwide Ministries representatives who could include any of the following: my Regional Representative, my Regional Judicatory Representative, and/or Unity Worldwide Ministries staff members.
2. I will hold the situation in prayer.
3. If guided, I will file an Ethics Review System complaint.

F. As assistant or associate minister:

1. I will give the senior minister/spiritual leader full support and cooperation.
2. I will not criticize the minister/spiritual leader in any way, or discuss the minister/spiritual leader in a negative way with any ministry member, board member, or person outside the ministry.
3. If a problem arises, I will discuss it directly with the senior minister/spiritual leader.
4. In cases of perceived violations of the Code of Ethics, I will seek input and guidance from Unity Worldwide Ministries' representatives which could include my Regional Representative, Regional Judicatory Representative and/or a representative from Unity Worldwide Ministries' staff.
5. If an Ethics Review System review of the senior minister is initiated, I will cooperate fully with the review process.

G. I will be ethical and respectful in my conduct and attitude toward other ministries or denominations, organizations and metaphysical groups.

H. Ethics Review System members and relevant Unity Worldwide Ministries staff must be able to speak frankly about ethical violations in Ethics Review System reviews, in Ethics Review System training, and in evaluations of the Code of Ethics. Performing these activities is not to be construed as a violation of the Code of Ethics; nor is engaging in communications with the Ethics Review Team about a Minister/Spiritual Leader when a review is in process to be construed as a violation of the Code of Ethics.

V. Relating to Ministries

A. I respect the free will of members to transfer membership away from the Unity ministry I serve and will accept such requests without hesitation or inquiry.

- B.** I will keep in mind that the welfare of the congregation is paramount. Should I experience any personal crisis, the consequences of which could affect the ministry, I will confer with my Board of Trustees and a representative of Unity Worldwide Ministries. I may also choose to seek counseling or confer with colleagues.
- C.** I will not attempt to draw members or congregants away from any other established ministry or group.
- D.** I will not use the ministry for personal gain. Any funds or assets that have been raised in the name of Unity will be registered in the name of Unity and not in the name of an individual. I will take care not to mishandle or appear to mishandle funds.

VI. Relating to Our Unity Worldwide Ministries

- A.** I will not attempt to carry on Unity work in any city without first obtaining the full approval of Unity Worldwide Ministries for such work and without seeking the cooperation of already active and recognized Unity leaders in that vicinity.
- B.** I work in harmony and accord with Unity Worldwide Ministries in my speaking and teaching programs.
- C.** I will, to the best of my ability, communicate the Unity Worldwide Ministries' values, mission, vision, and goals in service to my ministry.
- D.** I will adhere to the policies and bylaws of Unity Worldwide Ministries.

VII. My Pledge

I sincerely devote myself to living in accord with this Code in letter and in spirit. I recognize our Unity Worldwide Ministries and this Code of Ethics as a framework in which I individually agree to function. I recognize that such an agreement augments our mutual and individual effectiveness. If I find myself contemplating or actually functioning outside of this framework, I agree to seek the kind of help described in Section V. (B). Failure to seek such help will mean that, by my own choice, I am functioning outside of the framework of this Code and consequently placing myself outside of Unity Worldwide Ministries.



**Code of Ethics for Ministers/Spiritual Leaders
of Our Unity Worldwide Ministries**

ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of Unity Worldwide Ministries Code of Ethics for Ministers/Spiritual Leaders. I acknowledge that I am expected to know and be familiar with the contents. I sincerely devote myself to living in accord with this Code in letter and in spirit.

Signature

Print Name

Date

Code of Ethics for a Ministry

The ministry provides services, classes of instruction and demonstrates the principles of Truth by using them in the operation of the ministry and adopts other means that in the judgment of the minister will further the principles of practical Christianity among people everywhere.

I. Dedication to Truth Principles

- A.** As a Unity ministry we dedicate ourselves to the principles of Truth as taught and exemplified by Jesus Christ and interpreted by Unity School of Christianity and Unity Worldwide Ministries. We will adhere to the five basic ideas:
- God is Absolute good, everywhere present.
 - Every human being is an expression of the Divine; the Christ spirit, by whatever name, indwells all people. Their very essence is of God, and therefore they are also inherently good.
 - Human beings create their experience by the activity of their thinking. Everything in the manifest realm has its beginning in thought.
 - Prayer is creative thinking that heightens the connection with God-Mind and therefore brings forth wisdom, healing, prosperity, and everything good.
 - Knowing and understanding the laws of life, also called Truth, are not enough. A person must also live the truth that he/she knows.
- B.** We look to the indwelling Christ for inspiration, to guide, govern and prosper.
- C.** We will, to the best of our understanding and ability, bring the freeing truth to humankind. This we will do in a spiritually dignified way, being guided by divine wisdom and good judgment.
- D.** We believe in the power of prayer; and we are convinced that as Jesus said, "All things are possible to him who believes." And we will seek to deepen our prayer life and prayer experiences, for only as we drink from the fountain of truth ourselves can we offer the cup of truth to others.
- E.** We consecrate ourselves to God, and in so doing surrender any selfish desires and personal ambition so that the will of God may be expressed through this ministry in service to humankind.

II. Relating to the People We Serve

- A. We believe that all people are created with sacred worth. Therefore, we recognize the importance of serving all people within the Unity family in spiritually and emotionally caring ways.
- B. We shall work together for the highest good of the ministry, blessed with providing activities that assist humankind in becoming aware of its divinity.
- C. We accept the obligation to maintain integrity, and confidentiality when called for, while maintaining open and timely communication, as we work toward the highest good of the ministry and in alignment with the Unity Movement.
- D. We are committed to the well-being of our organization and seek appropriate services, counsel and expertise to further our mission and purpose as a member of Unity Worldwide Ministries.

III. Relating to our Minister

- A. We support and encourage the abilities of the minister(s), assuring that the minister's (s') needs for spiritual, emotional, and financial support are fully met. It is essential that the ministry and the minister(s) function as a team, holding a common vision of the highest good of the ministry.
- B. We recognize and honor that the minister(s) is/are the spiritual leader(s) of the ministry as the professionally trained and qualified administrative head.

IV. Relating to our Unity Worldwide Ministries

- A. We adopt and abide by the recommended bylaws and policies of Unity Worldwide Ministries.
- B. We will, to the best of our ability, work in harmony with Unity Worldwide Ministries in fulfilling its values, mission, vision and goals.
- C. We will keep in mind that the welfare of the congregation is paramount. In the event of a dispute and/or circumstances adversely affecting the well-being of the ministry, we will seek the assistance of Unity Worldwide Ministries.

V. Other Churches

- A. We shall respect the work both public and private of other ministries.
- B. We shall not infringe upon or interfere in the work of another ministry.

VI. Pledge

We sincerely devote ourselves to living in accord with this Code in letter and in spirit, and to seeing it made manifest in all others, thus bringing to ourselves only associations and conditions that harmonize with this Code. We recognize Unity Worldwide Ministries and this Code of Ethics as a framework in which we agree to function. We recognize that such an agreement is necessary for our mutual and individual effectiveness. If we find ourselves contemplating, or actually functioning outside of this framework, we agree to seek the kind of help described in Section II (D). Failure to seek such help will mean that, by our choice, we are functioning

outside of the framework of this Code and consequently placing ourselves outside of Unity Worldwide Ministries.

Unity Ministry: _____

Address: _____

Name of Chair of Board of Trustees

Signature

Date

*Attach page with names, signatures and dates of all members of the Board of Trustees